



# Journal of the Chinese Medical Association

## CHECKLIST



**Only complete manuscript submissions will be considered for publication. Complete submission must include the following documents:**

- ☐ Cover letter signed by all authors listed in the manuscript. The cover letter contains the following information:
  - ☐ article title
  - ☐ names (spelled out in full) of all authors and the institutions with which they are affiliated
  - ☐ corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
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  - ☐ a statement that the material contained in the manuscript has not been previously published and is not being concurrently submitted elsewhere
  - ☐ persons who do not fulfill the requirements to be listed as authors but who contributed to the manuscript have been disclosed
- ☐ Authorship & conflicts of interest statement signed by all authors listed in the manuscript
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- ☐ Manuscript in MS Word format

*AND, where applicable*

- ☐ Letter of approval from review committee for use of human samples in research and human experiments
- ☐ Letter of approval from relevant authority for use of animals in experiments
- ☐ CONSORT flow chart for randomized controlled trial
- ☐ Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
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**In the actual article, ensure that the following information is provided:**

- ☐ Title page (double spaced)\*
  - ☐ Article category
  - ☐ Article title
  - ☐ conflicts of interest statement; if you have no conflicts of interest to declare, please use this statement: "The author(s) declare(s) that there are no conflicts of interest related to the subject matter or materials discussed in this article."

**\*IMPORTANT:** please do NOT include any author names and affiliations or corresponding author information on the title page (this information should be listed in your cover letter instead) because the *JCMA* follows a double-blind peer review process

- ☐ Abstract and keywords (double spaced) required for: Review Articles, Original Articles, Case Reports and Brief Communications
  - ☐ Abstracts for Review Articles ( $\leq 300$  words), Case Reports ( $\leq 200$  words) and Brief Communications ( $\leq 200$  words): unstructured (i.e., in one single paragraph with no subheadings)
  - ☐ Abstracts for Original Articles ( $\leq 300$  words): structured, with the section headings *Background*, *Methods*, *Results* and *Conclusion*
  - ☐ 3–5 keywords are arranged in alphabetical order (keywords should be MeSH terms; see <http://www.ncbi.nlm.nih.gov/mesh?term>)
- ☐ Main text (double spaced)
- ☐ References (double spaced) in the correct format
  - ☐ Cited in numerical order; references cited in tables or figure legends are included in sequence at the point where the table or figure is first mentioned in the main text
  - ☐ All references in the List are cited in the Text/Tables/Figures, and vice versa
  - ☐ Last names and initials of all authors up to 6 are included. If more than 6 authors, then the first 6 authors are listed, followed by “et al”

*AND, where applicable*

- ☐ Acknowledgments
- ☐ Table headings and tables (double spaced), each on a new page
- ☐ Figure legends (double spaced), on a new page
- ☐ Electronic picture files of all figures; resolution of 300 dpi for halftone images, 600 dpi for combination art (halftone + line art), and 1000 dpi for line art

#### **Further considerations:**

- ☐ Manuscript has been spell-checked and grammar-checked
- ☐ All abbreviations have been defined at first mention
- ☐ Color figures are clearly marked as being intended for: (I) color reproduction on the Web (free of charge) and in print (authors will be charged a flat fee of US\$300 per article if it contains any figures and/or tables in color); or (II) color reproduction on the Web (free of charge) and in grayscale in print (free of charge). If option (II), then grayscale versions of the figures are also supplied for printing purposes.

#### **Note on publication charges:**

- (1) Charges are associated with the submission of Case Reports as follows:
  - authors will be charged US\$67 (NT\$2000) for the peer-review of their case reports (case reports that are rejected prior to peer review are not subject to any charges);
  - in the event that the case report is accepted for publication, authors will be charged US\$100 (NT\$3000) for the language editing and formatting of their manuscript;
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